

NAVAL RESERVE CENTER BALTIMORE INSTRUCTION 1610.1A

Subj: FITNESS REPORT AND EVALUATION ADMINISTRATION FOR SELECTIVE
RESERVISTS

Ref: (a) BUPERSINST 1610.10
(b) NAVADMIN 276/98
(c) NAVADMIN 239/98
(d) NAVADMIN 175/98
(e) NAVADMIN 049/97
(f) NAVOP 043/95

Encl: (1) Fitness Report/Evaluation Tracking Sheet
(2) Unit Commanding Officer Listing

1. Purpose. To issue guidance for preparing and submitting fitness reports/evaluations on Selected Reservists assigned to Naval Reserve Center (NAVRESCEN), Baltimore.

2. Cancellation. NAVRESCENBALINST 1610.1.

3. Discussion. Reporting seniors are responsible for submitting fitness reports and evaluations on personnel under their cognizance in a timely manner. This instruction gives additional guidance to supplement administrative procedures detailed in references (a) through (f).

4. Action.

a. The Readiness Commander is the reporting senior and signs Fitness Reports for:

(1) All Center Commanding Officers.

(2) All Unit Commanding Officers who are senior in grade to the Center Commanding Officer at the beginning of the reporting period.

b. The first flag in the chain of command will endorse the Fitness Reports of all Captains (O-6) whose regular reporting senior is of the same paygrade (or lower) and of the same competitive category.

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c. Officers for whom the Reserve Center Commanding Officer is the reporting senior will submit a typed rough FITREP to the Reserve Center Commanding Officer no later than 45 days prior to the end of the reporting period.

d. All other officers being reported on will submit pertinent FITREP input information to their reporting senior or the officer designated to complete their FITREP as required by the reporting senior, or at least 60 days before the FITREP due date.

e. Regular Reporting Seniors will sign and forward fitness reports and evaluations to the NAVRESCEN Baltimore Administration Department no later than 15 days following the end of the reporting period.

f. Concurrent fitness reports and evaluations will be forwarded via the regular reporting senior 45 days in advance of the prescribed deadline in order to meet the 15 day deadline stated in paragraph 4d to ensure timely receipt by Naval Personnel Command (NPC-313C).

5. Administration Department will:

a. Provide enclosure (1) to the Unit two months in advance of the periodic reporting due dates.

b. Continually track the status of all fitness and evaluation reports.

c. Assume responsibility for distributing all fitness and evaluation reports to NPC-313C and to the service record. This will allow the Administration Department the opportunity to complete the tracking sheets and disposition of the fitness and evaluation reports.

d. Maintain a file of completed fitness and evaluation summary sheets.

6. NAVRESCEN Baltimore Reserve Unit Reporting Seniors will:

a. Ensure the timely submission of fitness reports and evaluations on all officers and enlisted personnel under their cognizance. Please use enclosure (1) to track the status of fitness and evaluation reports.

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b. Prepare their Unit personnel fitness reports and evaluations in accordance with the guidance contained in references (a) and (g).

c. Forward all completed fitness reports and evaluations to the NAVRESCEN Baltimore Administration Department for distribution. Distribution is as follows:

(1) E-1 to E-9. Original and one copy of the summary letter and evaluation or fitness report

(2) 0-1 to 0-5. Original and one copy of the summary letter. Original evaluation or fitness report.

d. Use enclosure (2) in determining the appropriate reporting senior for officer fitness reports.

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Distribution: (NAVRESCENBALINST 5216.1U)
Lists A, B

